



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8a

ACTION ITEM

Date of Meeting March 24, 2020

DATE: March 16, 2020

TO: Stephen P. Metruck, Executive Director

FROM: Tammy Woodard, Director Human Resources-Total Rewards
Katie Gerard, Senior Director Human Resources

SUBJECT: Resolution 3773, amending the Salary and Benefits Policy Directive

ACTION REQUESTED

Request (1) unanimous consent to adopt Resolution 3773 at the same meeting at which it is first introduced; (2) introduction and adoption of Resolution 3773: A resolution of the Port of Seattle Commission amending the Salary and Benefits Policy Directive for employees not covered by a collective bargaining agreement established by Resolution 3739 and subsequently amended and providing an effective date for the amendment retroactive to March 15, 2020; and (3) authorization for the Executive Director to extend the new leave benefit to represented employees through collective bargaining and execution of Memorandums of Understanding.

EXECUTIVE SUMMARY

The Salary and Benefits Policy Directive establishes pay ranges for non-represented jobs and authorizes the benefits plans that make up the benefits package offered to non-represented employees. Resolution 3773 will amend the Salary and Benefits Policy Directive to add a new Public Health Emergency Paid Leave benefit to support the health of the Port's employees, customers, and the public.

Due to the emergent nature of the current health crisis, staff is requesting unanimous consent to introduce and adopt Resolution No. 3773 at the same meeting.

JUSTIFICATION

The Port is committed to supporting employees' health and safety while maintaining business operations and meeting the needs of Port customers. Adding a Public Health Emergency Paid Leave benefit when a Public Health Emergency as declared by federal, state or local public health agencies supports these goals. By providing pay for Port employees when they must self-quarantine due to exposure to someone with symptoms of the illness or when they become ill with the illness that led to the Public Health Emergency benefits the Port, the impacted employee, and the public. Ensuring employees will be paid in these situations supports employees remaining at home and away from others in the workplace and the public,

Meeting Date: March 24, 2020

and this in turn helps slow the spread of illnesses leading to a public health emergency. Adding this benefit also provides an additional incentive to employees to work at the Port.

DETAILS

The Executive Director implemented the Public Health Emergency Paid Leave benefit through his authority under Section 5.5 of the Salaries and Benefits Policy Directive. The terms of the benefit are described in an Addendum to Human Resources Policy HR-5 effective March 15, 2020. The new paid leave benefit added to the Salaries and Benefits Policy Directive will also be effective March 15, 2020 and will provide up to two work weeks of pay for employees when they are either self-quarantined or ill with a contagious illness that led to a declaration of a public health emergency.

In the event an employee requires more than two weeks to be cleared from self-quarantine or to recover from an illness they will be able to use accrued leave and possibly qualify for Port Paid Family and Medical Leave before using Leave Without Pay.

In addition, this benefit may be adjusted by the Executive Director to extend paid leave in other circumstances that are in the best interests of the Port in order to address the Public Health Emergency.

All employees, including part-time, on-call, and temporary will be eligible for this paid leave benefit. Interns and Veteran Fellows will also be eligible.

While this new paid leave benefit will be widely available to employees whose situation qualifies them for the benefit, employees will be strongly encouraged to telework if they are healthy enough to do so and any of their work can be performed remotely. Managers will also work with the impacted employees to identify possible teleworking options, including possible project work and online training if the employee’s regular work is not conducive to teleworking.

This benefit is also intended to be extended to represented employees through memorandums of understanding relating to collective bargaining agreements.

Annual Budget Status and Source of Funds

Departments generally budget for a full year of each employee’s pay so continuing to pay employees who are eligible for this this new leave benefit will not add to the payroll budget. The budget for this new benefit is therefore included in each department’s payroll budget.

ATTACHMENTS TO THIS REQUEST

- (1) Draft Resolution No. 3773

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None